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11 June 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Space

1. Reference the attached memorandum dated 2 June 1953, subject: Space Reallocation.
2. As you will note, the memorandum contains three (3) concurrences with qualifications. Two (2) concurrences are lacking. These are explained below:

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a. The qualified concurrence of [ ] with respect to space for the Personnel Office can easily be worked out and a method of working it out has been discussed and agreed to by Security. This was also discussed by Colonel Edwards and his concurrence covers the entire space plan.

b. The lack of concurrence by Colonel Grogan is the result of the suggestion by Mr. Wolf that the Historical Staff not be moved from the second floor Central Building. I have discussed this with Colonel Grogan and the present understanding is that they will retain their present space in Central Building. Therefore Colonel Grogan's concurrence is not now required.

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c. The qualified concurrence by [ ], Chief of Administration, DD/P, according to Mr. [ ], relates to the fact that they would desire to be able to relocate the WH Division, DD/P from Quarters Eye to space in I, J, K, or L Buildings and also would desire additional space in the I, J, K, and L Buildings area if it could be made available. The attached table, Appendix A, indicates that DD/P now has 210,719 square feet of space and an authorized personnel ceiling of [ ] (excluding TSS). By deducting 5 per cent for vacancies and adding 15 per cent for casuals (Area divisions only), it would result in personnel requiring office space in the amount of [ ]. At the rate of 90 square feet per person, this is equivalent to [ ] square feet, which is the total area to be allocated to DD/P and represents an increase of 31,515 square feet of space. The only other activities which will remain in I Building that could possibly be moved to other quarters are Communications, Security, and Finance. The removal of the latter activity was discussed with you and Mr. Wolf and its removal was disapproved. As other space may become available in the future, one of these activities or parts of the activities could possibly be moved to another location. However, I feel that it is not the proper time to plan on such an eventuality. I understand that [ ] has explained to you that he is completely satisfied with the allocation of space with these exceptions.

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d. Mr. [ ] (representing [ ]) have stated that they would be unable to efficiently operate in space equivalent to that which they now have in South Building. The additional space which they require cannot be made available in Central Building and therefore, based upon your decision, these activities can be moved to 2210 E Street and the attached plan is revised accordingly. There is approximately 1,500 square feet of space in 2210 E Street which would be available in view of the fact that the Historical Staff would not move from Central Building. This space is adequate for [ ] and [ ] activities. STAT

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e. The concurrence of Dr. Tietjen had not been obtained because we were not able to allocate to him the 1,200 square feet which he originally requested. By reducing the allocation to ORR for the Economic Defense Division from the planned 4,500 square feet to 3,747 square feet we can allocate to the Medical Office 806 square feet. Dr. Tietjen has verbally concurred in this allocation being adequate for the present time.

f. The original proposed allocation as indicated on the attached paper suggests an allocation of 4,500 square feet to DD/I to be used by the Economic Defense Division, ORR as mentioned in paragraph 2(e) above. However, by necessity this allocation has to be reduced to 3,747 square feet in order to provide space for the Medical Office. [ ] concurrence applied to the allocation of 4,500 square feet and he has verbally refused to concur in the reduction of this allocation to the proposed 3,747 square feet. There is no means by which the demand for space in Central Building can be met. If the Economic Defense Division of ORR must remain in this area, which [ ] has stated, and the Historical Staff must remain in this area, and the Medical Office should remain in Central Building, any growth of the activities in Central Building in the future will eventually result in the necessity for removal of at least one of them. Your guidance and assistance in connection with this future problem is requested. STAT

3. I recommend that the attached space plan for the above modifications be approved as submitted as all activities, with the exception of the Economic Defense Division, ORR, will have adequate space and by their concurrences they have indicated that the allocations and space plans are both adequate and satisfactory.

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[ ]  
Chief, General Services Office

Enclosures

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